POSTER PRESENTATION GUIDELINES

Poster Session Times:

We have dedicated 2-hour blocks of time for poster presentations from about 1:30 pm – 3:30 pm on Monday (Poster Session 1) and from 10:30 am – 12:30 pm on Tuesday (Poster Session 2). Please check the program when you arrive at the conference for the day that you will be presenting your poster. Each poster presentation should be available for public viewing for the entire day (about 7:00 am to 6:00 pm), but the presenting authors are only required to man the posters at those specific times. All posters should be mounted on the board by about 7:30 am (one-half hour before the beginning of the day's first session). Posters must be removed at the end of the day.

Poster Preparation Details:

- The usable poster board surface area is approximately 1.1 m high and 2.3 m wide.
- The top of the poster space should include the title, authors, and affiliations. The lettering for this section should be at least 2.5 cm high.
- All data must be presented in SI (i.e., metric) units.
- Posters will be mounted to the boards by tacks or pushpins. Please bring your own tacks or pushpins.

General Guidelines (adapted from the American Dairy Science Association)

Preparing your poster:

- The same principles of simplicity and clarity apply to both poster and slide presentations; a poster is a cross between an oral presentation and a printed-paper.
- Your story should proceed logically, with headings indicating sections: Introduction, Objective(s), Materials and Methods, Results, Summary, and Conclusions.
- Use photos or flow charts to help your audience better visualize the materials and methods used. Graphs should have titles, the axes should be named, and units should be quantified. Tables should also be titled.
- Include a small, professional picture of yourself near the title so people can identify you as the presenter of the poster.
- Avoid excessive use of text.
- Conclusions should not merely be summary statements, but should provide the reader with your interpretation of what the results mean.
- Have colleagues or peers review your poster and make suggestions. Ask questions before you produce the final copy of your poster.

Proofread your poster carefully before making the final copy!

Characteristics of a Good Poster:

1) Text:

• Short statements/paragraphs using bullet points
• Concise lists – pertinent details only

2) Color:

• Text – darker color on white or light-colored paper
• Matting – darker or subdued colors instead of brilliant colors
• Colors – limit number used to avoid busyness and distractions. Simple use can add emphasis

3) Text Size:

• Bold, large, block style; mix capitals and lower case
• Title legible from 5 to 10 meters
• Text legible from 1.5 to 2 meters

A Sample of Poster Text (Arial Bold 36 pt)

4) Layout:

• Arrange poster sections from top to bottom, starting at the left side
• Sufficient blank space is important
• Use spaces to unify/separate sections
• Avoid too many small sections (poster pieces), too many edges, and too many narrow spaces

5) Illustrations:

• Make graphs and tables as simple as possible; focus on the main ideas
• Color and size are important
• Photographs: matte finish is better than glossy; use photos only if they are clear and large enough

Presentation:

• Set up your poster well in advance of the presentation time.
• Arrive promptly for your scheduled presentation time.
• If your paper has been published, have extra copies of the paper ready to hand out to those that are interested. Other handouts or summaries are also acceptable, but none are necessary.

Suggestions From Authors Who Have Participated in Poster Sessions:

- A short and legible "Introduction" and a "Summary of conclusions" chart are helpful to attendees.
- Keep text and figure legends short, but do not omit them.
- Simple use of color can add emphasis effectively.
- Use large print – at least 1.0 cm high. Shade block letters when possible.
- Roll poster materials and insert in a large mailing tube for ease of transportation to the meeting.